



# HUMAN RESOURCES BULLETIN

---

## Change in Center Policy Regarding Standing Promotion Panels

May 2002

Under the provisions of the Center promotion redesign implemented in 1999, **accretion of duties promotions** (actions in which an employee is promoted to a higher grade as a result of additional duties and responsibilities in the same position) to the GS-14 or GS-15 have been reviewed by standing panels of GS-15 peer experts. The purpose of the Standing Promotion Panels has been to provide the employee's Branch Head or equivalent with an advisory opinion of the employee's readiness for promotion.

Another provision of the promotion redesign process required the establishment of promotion criteria tailored to each skill category (scientists, engineers, project management, technicians, professional administrative, secretarial/clerical and para-professional). Center-wide teams worked to initially define these tailored factors, and promotion factors for scientific and engineering positions at the Center have recently been published. The project management factors are currently undergoing final review prior to publishing, and the factors for professional-administrative positions

have been defined and will be published shortly. Promotion factors for secretarial/clerical, para-professional, and technician positions will follow. The use of these factors by supervisors in determining readiness for promotions is mandatory across the Center, and helps assure that employees in the same skill group are being assessed using common criteria, regardless of the organizations in which they are located. In addition, they will help employees understand what is expected to achieve a promotion. In the interim until factors for your skill are published, you may consult classification standards published by OPM.

Because of the development of the promotion criteria, the use of standing panels is eliminated, effective immediately. Under this change in policy all **accretion of duties promotions** to the GS-14 and GS-15 will be approved by the employee's Branch Head or equivalent, in accordance with the promotion process **and** be concurred in by the employee's Director of. Directors of may require their Branch Heads or equivalent to obtain appropriate

## Change in Center Policy Regarding Standing Promotion Panels

---

peer input prior to making their promotion decisions, if the nature of the employee's position and area(s) of expertise are such that peer input is a valuable element of establishing the significance of the employee's accomplishments and contributions. However, that peer input may not be obtained through the use of an assembled panel review process.

**Career promotions** (actions in which an employee is promoted up to the established promotion potential of the current position) require Branch Head or equivalent approval. Career promotions to the GS-14 will continue to require concurrence by the employee's Division

Chief or equivalent, **and** career promotions to the GS-15 will continue to require concurrence by the Director of.

Continued review and improvement of Center business practices is a long-term commitment. We will continue to monitor the redesigned promotion process, and other HR processes, to improve their operation and fairness. If you have any questions regarding the Center promotion process, please contact your Human Resource Specialist.

Jerry W. Simpson  
Director of Human Resources